



July 1, 2023

Dear ICS Employee, Substitute, or Volunteer:

Intermountain Christian School is proud to have you as part of our organization. Whether you are part of the school everyday, coach a sport, substitute for classes, or regularly volunteer, we value youth and the role you fill while you are in the building. The school also values the children that attend classes here. It is our desire to provide them the safest possible environment for our students by ensuring the adults in charge of them are held to a high standard.

All employees of ICS must have a fingerprint screening in order to work here without precious children. The school will pay for the cost of this screening. All that we ask is that on your own time, you take the attached letter along with one form of picture ID to the Utah Department of Public Safety, Bureau of Criminal Identification and have a livescan of your fingerprints. You will be charged \$15 for the live scan at the time it is completed. Please keep your receipt and turn it into the school for reimbursement. The school will be billed for the fee to process the fingerprints.

Utah Department of Public Safety  
Bureau of Criminal Identification  
4501 S 2700 West  
Taylorsville, UT 84129

Please complete the above request ASAP. It is very important that you take the attached form with you. This form lets the BCI know where to send the results from the fingerprinting. Thank you for understanding and completing this in a timely manner.

Sincerely,

A handwritten signature in blue ink, appearing to read "Nicole Stoddard".

Nicole Stoddard  
Operations Manager  
Intermountain Christian School

## Attachment Utah Consent to Background Check

Name: \_\_\_\_\_

Address: \_\_\_\_\_

DOB: \_\_\_\_\_

I understand that my personal information including name, DOB, SSN *{and fingerprints}* will be used for the purpose of conducting a criminal history records search through any applicable state and federal databases. This information will be used by (qualifying entity name) to determine my eligibility for (Job title, volunteer, license type). \* *{My personal information and fingerprints may be retained for ongoing monitoring and comparison against future submissions to the state, regional or federal database and latent fingerprint inquiries}*. Intermountain Christian School will establish procedures to ensure removal of my fingerprints from applicable state and federal databases when I am no longer under their purview.

I understand that I may request to review any results of this inquiry and understand that UCA 53-10-108 does not allow (qualifying entity name) to provide a copy of those results to me. Before a determination is made, I understand that I will be afforded a reasonable amount of time to challenge the completeness and accuracy of the record through the procedures established by (qualifying entity name) as well as contacting the Utah Bureau of Criminal Identification (Utah Criminal History Results), the State Identification Bureau (SIB) associated with any results that are outside of Utah, or the Federal Bureau of Investigation (Nationwide Criminal History Response Information).

Until the completion of the background check, I understand I may be denied unsupervised access to children, vulnerable adults or to the privilege in which the background check pertains to. \*\**{I will provide a list of all criminal convictions which contains a description of the crimes and the particulars of the convictions.}*

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Authorization for Electronic Fingerprints (LiveScan)  
for Intermountain Christian School**

Agency Code: B1617 - ICS Employee

RFP/Statute: NCPAVCA

Type of Background Check: NFUF

Applicant Name \_\_\_\_\_ Alias/Aliases \_\_\_\_\_

Date of Birth \_\_\_\_\_

Authorizing Signature

  
Matthew Johnson – Operations Director